INDIANA DEPARTMENT OF CHILD	
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<u>SERVICES</u>	<u>SERVICES</u>

# INDIANA DEPARTMENT OF CHILD SERVICES

### PROBATION SERVICES MANUAL

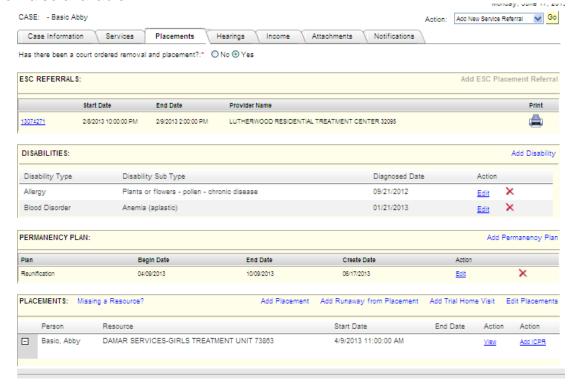
Chapter 2: Placements	Effective Date:	
Section 9: Adding and Managing		-
Placements	Version: 1	

#### **GUIDANCE**

# **Adding and Managing Placements**

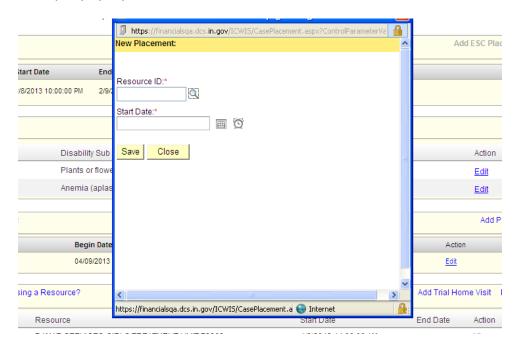
After entering the initial placement and completing the placement wizard, placement history is maintained and managed on the Placement tab. The "Placements" section of the application is designed so that when the next action is taken – add new placement, add trial home visit or add runaway - the previous placement is end dated. This prevents major gaps or overlaps in placements. The final placement/trial home visit/runaway is end dated based upon the "Actual End Date" entered when the placement case is finally closed.

Now that the initial placement is displayed, the ability to add a placement, add a Trial Home Visit (THV) or add a Runaway are now enabled. The ability to "Edit Placements" is now also available.

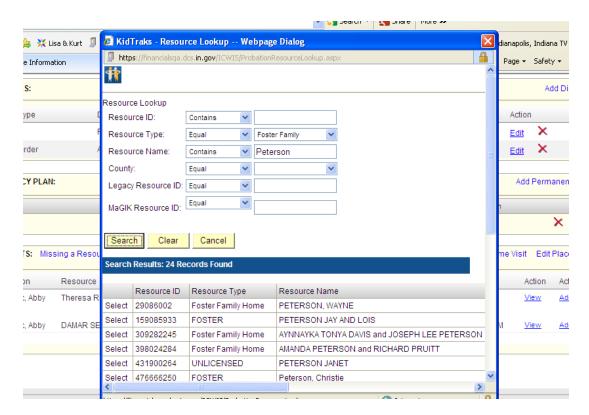


## 2.7: Add Placement

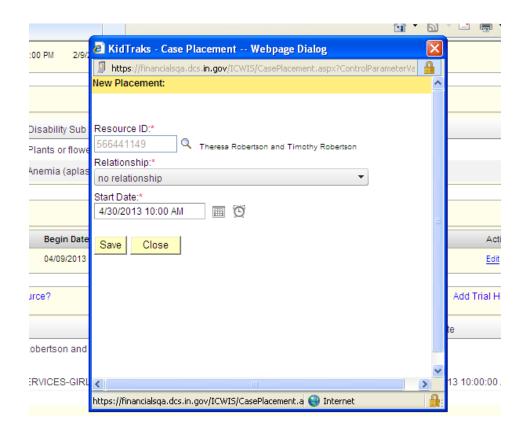
Additional placements may be added by clicking on the "Add Placement". The initial screen is a simple pop-up.



Clicking on the magnifying glass next to the Resource ID field, enables the fuller search screen within KidTraks so that one can search by type of resource, resource name, legacy resource ID and MaGIK resource ID. It is recommended that only a couple of search fields be used to locate the desired resource.



Once the results are returned, click the "select" in the first column of the desired resource. The resource name and ID will auto populate into the pop-up screen. Select the begin date for this placement using the calendar and select the time that the child arrived at this placement using the clock.



Then click "Save" and the placement information will be saved to the placement history grid.

